



Revised: May 20, 2014

**3700 SPECIALIZED DEPARTMENT
EQUIPMENT**
Issued May 2001

3700 SPECIALIZED DEPARTMENT EQUIPMENT [CALEA 41.1.3 a-c]

The Tucson Police Department maintains a number of vehicles and specialty equipment for Department use. Members shall not utilize specialty equipment or vehicles unless specifically authorized and trained. Members entrusted with such equipment are responsible for its inspection, maintenance and security.

3710 MOTOR VEHICLES [CALEA 41.3.3]

All members shall wear seat belts when operating or as a passenger in any City vehicle. All passengers, including prisoners in screen units, will be made safe through the use of restraint devices.

3711 Marked Units

The Department marked fleet meets emergency vehicle standards and provisions as set forth in statute, and is the primary Department vehicle for first responders. Each Patrol Division will have a number of marked patrol units assigned to it. The Division Commander will be responsible for the assignment of such vehicles in concert with Bureau policies. Assignments of marked units assigned to other Divisions are the responsibility of the respective Division Commander.

Markings and emergency equipment on each Department marked unit will be consistent in design and shall not be altered except by direction of the Chief of Police through the Police Logistics Division.

3711.1 Standard Equipment [CALEA 41.3.2]

Apart from the required emergency lights, safety equipment and communications equipment, at a minimum, each marked Patrol unit will have the following equipment immediately available:

- Stocked First Aid Kit and Blanket
- Officer Trauma Kit
- Fire Extinguisher
- Road Flares
- Traffic Cones
- Serviceable Spare Tire and Equipment

Division Fleet Technicians will maintain replenishment supplies at each substation and at Headquarters. Drivers are responsible for ensuring that each vehicle they drive contains these mandatory equipment and supplies.

3712 Unmarked Units

The Department unmarked fleet is primarily for follow-up responders and administrative use. Division Commanders are responsible for the assignment of such vehicles in concert with Bureau policies. Assigned drivers are responsible to coordinate the routine maintenance and required inspections and repairs of their vehicles.

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3712.1 Undercover Vehicles

Undercover vehicles may be assigned from seized vehicles, leased vehicles or the City (Department) fleet. The Division Commander will be responsible for the assignment of such vehicles. Individual unit policies will dictate rules governing usage of these vehicles, but, in general, these vehicles are to be utilized in the furtherance of the police objective and in support of the undercover operation. Members assigned such vehicles are responsible for their operation, maintenance and security.

3713 Off-Road Vehicles [CALEA 41.1.3 a, b]

The Department utilizes a number of 4 wheel-drive and off-road vehicles such as "quad-runners." Members authorized to operate these vehicles shall have completed the necessary training and qualification in their safe operation. These vehicles shall be used to access areas of the City that are not otherwise accessible.

3714 Vans and Trucks

The Department utilizes vans and trucks for a number of purposes including Identification, Evidence and Forensics, Mobile Field Force transport, Commercial Vehicle Enforcement, prisoner transportation, evidence transportation and transportation of oversized items. Drivers shall be responsible for their familiarization with the vehicles and may be required to attend orientation training offered through the City of Tucson.

3715 Mobile Command Center [CALEA 41.1.3 a-d]

The Mobile Command Center is available 24 hours a day for critical incident response and by appointment for community demonstrations. This is an extremely specialized vehicle that contains a significant amount of specialized equipment. The Mobile Command Center is the responsibility of the Specialized Response Division, which maintains its operating procedures and a current list of certified operators. Command Center operators have received extensive specific training in the operation and maintenance of the Center, and they are the only members authorized to drive and deploy the Center. The Command Center may be requested through the Specialized Response Division, Specialty Vehicle Unit, during business hours or through the CAD system after hours.

Portable equipment such as awnings, tables, etc. assigned to the Command Center shall remain with it in order to be immediately available for call-out. Center operators are responsible for maintaining the inventory and condition of equipment and vehicle, and shall check vehicle and inventory before and after each call-out.

3716 SWAT Vehicles [CALEA 41.1.3 a-d]

The SWAT team is assigned a number of specialty vehicles including raid vehicles, equipment transports, and armored track vehicles. Only SWAT members trained in their operation shall operate such specialty vehicles. SWAT will be responsible for the training and qualification of its

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members in the safe operation of each specialty vehicle. The use of any of these vehicles will be governed by the tactical need within the scope of training and the capability of the vehicle.

SWAT will also be responsible for the inventory and maintenance of any specialty equipment associated with their specialty vehicles. SWAT vehicles may be made available for community demonstrations with coordination through the Specialized Response Division.

3717 Police Motorcycles [CALEA 41.1.3 a-c]

Police motorcycles shall be assigned through the Traffic Enforcement Section. Only members trained and qualified in their safe operation are authorized to ride them. Motorcycles will be deployed primarily for traffic-related purposes, but may be utilized for specialized functions such as parades or crowd-control. Their operation and maintenance is outlined in the *Traffic Enforcement Section Operations Manual*.

3718 Prisoner Transport Unit (PTU) Vans

The vans assigned to the PTU are used primarily for transporting prisoners. See *Prisoner Transport Unit/Transport Vehicles*.

3719 Gang Outreach Van

The van assigned to the Gang Outreach Unit is for crime prevention and youth activities.

3720 OTHER SPECIALIZED EQUIPMENT

3721 Light Trailers

Portable light trailers with on-board generators are available for critical incident response and demonstration purposes through the Thomas O. Price Service Center (City Shops). Most trucks and vans with standard tow hitches are capable of transporting the light trailers. Police personnel shall not attempt to tow or operate the light trailers without an operational briefing by City Shops.

3722 Bicycles [CALEA 41.1.3 a-d]

Bicycles are an important part of the community-policing program and are an excellent tactical resource for the patrol function. Bicycle officers may be deployed for routine patrol or to address specific concerns. They are also effective in crowd-control situations and other unusual events.

Members authorized to ride bicycles are selected for the position and must successfully complete the required training program. Riders are responsible for the maintenance and security of their assigned bicycles. Special equipment for the bicycles and bicycle officers is the responsibility of the Bike Officer Coordinator assigned to the Operations Bureau.

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3723 Mobile Field Force Equipment

A supply of equipment for prisoner processing, crowd control, and chemical munitions for Mobile Field Forces (MFF) is maintained by the Emergency Management Section, with limited equipment issued to each FSB Division. Equipment may be loaned to other units or combined for larger deployments. The substation Community Resource Sergeant is responsible for maintaining the inventory of equipment. The Emergency Management Section also maintains other MFF munitions and equipment at Operations Division Midtown. The inventory and replacement of such equipment is the responsibility of the Emergency Management Section, which must be notified immediately when such equipment is expended or damaged. The purchase of any replacement equipment is the responsibility of the Administrative Resource Section.

Only trained personnel are authorized to deploy any of the chemical munitions associated with MFF. All commissioned members are required to be trained in MFF tactics and must have a ballistic helmet and gas mask immediately available. This equipment will generally be individually issued during initial MFF training. Replacement filters may be acquired through the Emergency Management Section.

3724 Personal Protective Equipment (PPE), Level C

The department has cached a stock of Level C Personal Protective Equipment (PPE) at each substation, and at the Emergency Management Section offices. This equipment consists of a splash protection suit, inner and outer gloves, an armband, chemical resistant tape, and chemically resistant over boots. When combined with an Air Purifying Respirator (APR) with a chemical and biological filter this provides splash and respiratory protection from a range of hazardous materials. **It does not provide the wearer protection from all hazards.**

- Level C PPE will only be authorized after a Tucson Fire Department Hazardous Materials Technician characterizes the area and deems Level C PPE as adequate protection.
- Once Level C PPE has been deemed appropriate for the hazard, a TPD Sergeant or above may authorize the removal of PPE from a cache for use at the scene.
- Only personnel who have been trained in the use of PPE shall use these articles.
- Donning, doffing, decontamination, and medical evaluation shall be done under the supervision of TFD personnel.
- Hydration units with an attachment for use with the Millennium APR are included in the cache. These units are for use with the Level C PPE only when authorized and are not acceptable uniform wear.
- When any of the cache is removed, a memorandum from the authorizing supervisor must be sent to the Divisional Community Resource Sergeant for the Division from which the cache was accessed and the Emergency Management Section Commander. The memorandum shall include a description of the incident, the case number, the number of each item removed, name of the TFD hazardous Materials Technician who determined that Level C

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PPE was appropriate, and the final disposition of the items removed from the cache. Any areas for improvement should also be included.

- A monthly audit of Divisional Level C PPE (not including APR's as they are individually issued) shall be sent to the EMS Commander by the divisional Community Resource Sergeant not later than the 5th calendar day of the following month. This audit shall consist of the number of garments, pairs of over boots, and hydration systems. The reason for any change from the previous month shall be noted.

3725 Individual First Aid Kit (IFAK) Procedure

Patrol officers and sergeants and additional first responder units within the Tucson Police Department will be issued an individual first aid kit (IFAK). The IFAKs will be issued to officers and sergeants only after completing the required training.

The IFAK's primary purpose is to give officers the ability to treat themselves or a fellow officer in situations where a traumatic injury is sustained and medical personnel is not immediately available or the scene is too dangerous for medical personnel to enter to render aid. In incidents where civilians are seriously injured, medical personnel is not yet on scene and urgent medical intervention is deemed necessary; officers may deploy the IFAK and provide the appropriate aid to the injured civilian(s).

In all other medical situations Tucson Fire Department or EMS personnel should be utilized. The IFAKs are not intended to be used for routine first aid or as a substitute for calling medical to a scene to treat minor injuries for either officers or civilians. If medical response is timely and the scene is safe for medical to enter, officers should defer medical intervention to TFD and/or EMS personnel.

3725.1 Storage

The IFAK will be of significant value if it can be deployed in a timely manner when the need arises, therefore every member assigned a kit will store the kit in his or her assigned vehicle over the front passenger seat headrest. Aside from the advantage of retrieving the kit quickly, storing the kits in this exact location will give officers the ability to locate and deploy a kit from any vehicle on scene.

If an officer has a partner or civilian passenger for the shift the IFAK will be stored in the trunk during that shift.

At the end of their shift, officers are expected to remove their IFAK from their vehicle and store the kit in an area out of direct sunlight and extreme heat.

3725.2 Training

Prior to being issued an IFAK every officer will receive training on the appropriate use of the kit. This training will include specific certification on the use of the specific hemostatic agent and tourniquet included in the IFAK. Members of the Department specifically trained in first responder medical care will provide the instruction. Refresher training will be provided annually during in-service training.



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3725.3 Reports

If an IFAK is used while on-duty, use of the kit shall be documented in the case report. Details should include the following:

- What type of medical treatment you provided.
- Name and other personal identifying information of party receiving treatment.
- Name of hospital, if the person treated was transported.
- Reason for medical intervention (i.e. medical was not immediately available, severity of the injury, number of medical personnel on scene was inadequate).

As soon as possible the officer who performed the medical treatment shall inform the responding TFD or EMS personnel of the treatment provided.

3725.4 Inspection and Inventory

Every IFAK will contain the following supplies:

- 2 CAT Tourniquets - one shall remain in the kit; the second may be carried with the officer in a cargo pocket, on the duty belt, or in another suitable on-officer carry system.
- 1 Quik Clot Combat Gauze (homeostatic agent)
- 1 Olaes Bandage, 6"
- 1 Halo Chest Seal
- 1 EMT Shears
- 2 H&H primed Gauze Bandage
- 1 Tape
- 1 Utility Medical Pouch

After being issued an IFAK officers will be responsible for ensuring that their kit contains the proper contents. If a kit is deployed or damaged, officers shall email TPD_IFAK with the case number, injury, and treatment provided in order to request replacement supplies. The return authorization will be required from supply personnel prior to issuing replacement items.

The IFAK is considered issued equipment and will be included on the routine equipment inspection completed by the members immediate supervisor.



3726 Portable Automated External Defibrillator (AED) [CALEA 17.5.3]

3726.1 General

The purpose of this policy is to guide Tucson Police Department personnel in the appropriate response to a sudden cardiac arrest incident.

- Sudden cardiac arrest (SCA) – SCA is a condition that occurs when the electrical impulses of the human heart malfunction, causing a disturbance in the heart's electrical rhythm. This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood. Unless treatment, (Chest Compressions and AED use), is delivered within minutes, brain death is certain.
- Automated External Defibrillator – AEDs are medical devices that can detect the presence or absence of heart rhythms indicative of SCA, and determine if an electrical shock should be administered to the patient. If the AED determines that a shock is necessary, it will charge to the appropriate voltage and advise the operator to deliver a shock to the patient. An AED should only be applied to a patient who is unconscious and unresponsive, and not breathing normally.

3726.2 Scope

AED use should be considered when a member encounters an individual who is unconscious and unresponsive, and medical responders are not yet on scene. In these situations, the immediate use of an AED serves as a bridge to appropriate medical intervention by trained Emergency Medical Service (EMS) personnel.

The Tucson Police Department will not routinely dispatch police personnel as primary responders to calls for service involving only a medical emergency.

3726.3 Program Coordination

The AED program is operated under the guidance of the Arizona Department of Health Services (AZ DHS) Saving Hearts in Arizona Registry & Education (SHARE) program, which provides training and deployment guidelines, as well as physician oversight.

Overall coordination of the program will be handled by a designated Department AED Program Coordinator. Each FSB Division Commander will designate a divisional Site Inspector, who will be responsible for monthly inspections of the AEDs, and reporting of AED deployment and use. The Tucson Fire Department will provide training assistance, and replacement electrode pads, as needed.

The AED Program Coordinator's responsibilities include:

- Registration of AEDs with SHARE.



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- Reporting AED use to SHARE and the Steven M. Gootter Foundation within five (5) business days.
- Coordination of training.
- Liaison between SHARE and the FSB Site Inspectors.
- Obtaining replacement electrode pads.
- Checking for AED manufacturer's updates/recalls/etc.

The FSB Site Inspectors' responsibilities include:

- Maintaining a check-out log for AED field deployment tracking.
- Inspecting each AED in the Division on a monthly basis for approaching expiration dates on electrode pads and batteries, and for overall condition.
- Conducting post deployment review with key participants.
- Downloading AED event data with appropriate software and sending the data file to the AED Program Coordinator within three (3) business days of use.
- Installing replacement electrode pads and restoring AEDs to deployable condition.

3726.4 Field Deployment

AEDs will be issued to each FSB division. Division Commanders will ensure that the AEDs are deployed around the clock. At a minimum, each oncoming squad should deploy with at least two (2) AEDs, if they are available. A check-out roster should be kept at the Division level, as is routine with other shared equipment, to enable tracking/inventory control.

AEDs will be stored inside their included temperature-controlled protective case until needed. The case includes a built-in heating element, powered by a 12 volt "cigarette lighter" power cord, which provides protection against extreme low (-20 degrees Fahrenheit) temperatures. During extremely cold weather, the cord should be plugged into a 12-volt vehicle outlet while deployed on patrol. Except when conditions prohibit it (i.e. baker-units), AEDs should be carried within the passenger compartment while on patrol.

3726.5 Storage

When not being carried on patrol, AEDs will be stored in an area designated by the FSB Division Commander inside the substation. The units shall not be stored inside vehicles when they are not deployed on-duty.



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3726.6 Inspection and Inventory

Prior to deploying an AED on patrol, the member shall open the case and confirm that the green "Ready" light is blinking. If the light is not blinking, or if the AED is "chirping" or beeping, the AED should be removed from service until it is inspected by the Site Inspector and any discrepancies are corrected. No other user-level diagnostic checks are necessary.

3726.7 Training

All Tucson Police Department commissioned members and Community Service Officers (CSO) will be trained in Continuous Chest Compression CPR (also called Hands-Only CPR or Chest Compression Only CPR) as well as in the use of a portable Automated External Defibrillator (AED). Training will be in accordance with the standards set forth by the AZ DHS SHARE program, and in compliance with ARS 36-2261. Periodic update training will be provided during in-service training or via CityLearn.

Training will be tracked for reporting by the Program Coordinator to the AZ DHS, as required by SHARE program guidelines.

3726.8 Deployment of an AED

In the event of a situation requiring the deployment of an AED, EMS responders should be summoned to the scene as soon as possible. If a victim appears to be suffering from SCA:

1. Call for EMS response.
2. Start Continuous Chest Compressions CPR.
3. If an AED is available, follow the directions on the device and quickly apply the electrode pads to the victim's bare chest as shown on the electrode pad diagrams. If someone is available to assist, initiate and continue CPR while preparing the AED for use.
4. Follow the voice prompts from the AED. If a heart rhythm is detected that requires a shock, the system will prompt the rescuer to deliver a shock. The AED will not deliver a shock to the victim unless the system determines that a shock is required.
5. Continue to follow the voice prompts from the AED until EMS personnel take over care.
6. Request replacement electrode pads from TFD personnel, if they have responded.



Upon arrival of EMS personnel, the member shall immediately advise whether the AED was used to deliver a shock to the victim, and will provide EMS personnel with any other pertinent information about the victim's status, condition, and known information about the circumstances that prompted the use of the AED.

3726.9 Reports

Use of the AED shall be documented in a case report. Details should include the following:

- Name and other personal identifying information of the victim.
- How the victim was encountered.
- Whether the SCA was witnessed, and by whom.
- Whether or not the AED recommended that a shock be delivered to the victim, and if shock was delivered.
- Identification of TFD, or other trained EMS or medical personnel, who responded to take over care.
- Name of hospital victim was transported to

Following any use of an AED, the member will ensure that the AED is taken out of service until it can be inspected and/or serviced by the Division Site Inspector. The deploying member will provide the Site Inspector with relevant information regarding the use of the AED.

The Site Inspector will use appropriate software to download event data from the AED, will obtain use information from the deploying member, and will provide relevant information to the Program Coordinator for post-use tracking and reporting, following accepted SHARE guidelines. The Site Inspector will obtain/install replacement electrode pads and verify that the AED is ready for subsequent use before it is redeployed. Any significant discrepancies will be reported to the Program Coordinator.

3730 MOBILE VIDEO RECORDER OPERATION (IN-CAR VIDEO SYSTEM)

3731 General

The Department will deploy mobile video recorders (MVRs) in marked patrol vehicles. The intent of the system is to gather video information that will support the Department's mission. The recordings will document contact with motorists and other encounters between officers and citizens. The system's intended use is not to document contact between department members, though this may be unavoidable to a certain extent. The use of video will reinforce the transparency of the Department's patrol operations and other programs.



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The deployment of the MVR systems will not interfere with normal vehicle operations and patrol procedures. Each member who routinely operates a vehicle with an in-car camera shall be familiar with the operation and functions of the MVR system.

Each video file will be retained for a minimum interim period defined in this chapter. Long-term video file storage shall comply with existing state record retention law and evidence retention protocols. Video files are encoded at the time of recording for continuity of authentication.

All audio-video files, captured images, and digital photographs obtained from locations, scenes, or systems accessed by authority or permission of the Department are the exclusive property of the Tucson Police Department. The use of personal image capturing, transferring, or storing devices (i.e. cameras or portable memory media) is prohibited. No member shall permit citizen observers or others granted access to locations, scenes, or systems to record video or otherwise capture images without Bureau Commander approval (or as authorized by another chapter of *General Orders*). No one shall obtain, reproduce, or transfer the above except by established evidence and document release protocols.

3732 System Description

The MVR program components are grouped into three subsystems: in-car system, interim storage, and evidence retention. Each subsystem is further delineated below.

3732.1 In-Car Video Subsystem

The system components installed in the patrol unit are the following:

- Primary camera (windshield mounted, forward-facing)
- Forward facing recording light
- Compact wireless microphone(s)
- Video monitor
- Backseat camera
- Video recorder unit
- Solid state storage media
- Wireless file transfer system
- Officer USB key

3732.2 Interim Storage

- Wireless file transfer system
- Division MVR high capacity storage device (server)
- Fiber optic (hardwire) transfer system

3732.3 Evidence Retention

- Network interface
- Network interface/storage (server)
- DVD robot



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3733 General Operation

The MVR system is designed as a semi-automated system. Each in-car unit will automatically boot up when there is power to the system. The system will simultaneously capture the forward-facing and backseat cameras, primary microphone and secondary microphone (in the two-officer mode), when recording. The MVR will auto-shutdown after all video files have been uploaded at the assigned substation. Members shall not interfere with the automatic processes of the MVR systems.

3733.1 Vehicle Deadline

The in-car system will run a self-diagnostic at start up. The operator shall notify a supervisor if a system fault or failure is indicated.

- The vehicle will be deadlined at the substation for MVR issues.
 - The vehicle may be operated after video files are uploaded at the respective substation; or
 - After replacement of the solid-state storage media.
- A supervisor must authorize the deployment of a vehicle with a system fault in order to prevent a fleet shortage or when operational conditions dictate the need to deploy the vehicle.

Officers shall return any MVR equipped vehicle to the respective substation and upload all video files before deadlining the vehicle. Vehicles involved in collisions or otherwise not able to be driven to the substation shall adhere to the following:

- The vehicle operator shall contact a division sergeant and advise the MVR equipped vehicle will need to have the system's solid-state memory retrieved. The officer shall notify the sergeant of the vehicle's location or destination.
- The notified sergeant shall notify and coordinate with the Identification Superintendent or a Crime Scene Specialist Supervisor to upload or retrieve the solid-state memory device (the solid-state memory is locked in the video recording unit component located in the trunk of the vehicle).
- The Identification Superintendent or a Crime Scene Specialist Supervisor will then download the video into the MVR system. The solid-state memory device will be retained in the ID Section until the vehicle is returned to service or place it into property for safekeeping, following evidence handling procedures.

3733.2 System Function

The forward facing camera is the default console display setting for the in-car system. The system will operate in an "on" or "looking" condition after initial start up. The system will auto-focus beyond the vehicle windshield. The images seen by the camera are simultaneously displayed on the monitor. The images also pass through the in-car



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storage device video recorder unit as part of the ongoing system diagnostic loop and pre-event recall.

3733.3 Pre-Event Recording

The in-car system retains the diagnostic/pre-event images as part of a recorded file. Only the video images 30-seconds prior to the enabling of the "record" function are captured as part of that video file.

- The Chief of Police may increase the 30-second default pre-event image capture.
- There is no pre-event audio.
- There is no post-event recording.

3733.4 Audio-Video Recording

An audio-video file is created when the "record" function is enabled either manually from the console, manually from the wireless microphone, or automatically enabled by one of the system preset activation triggers. Recording is continuous until manually stopped from the console in all cases (or until there is no free storage space). Officers shall manually press the "stop" button on the console in order to terminate the recording after separating from motorist contact, or when the investigation necessitating video evidence is complete.

3733.5 Manual Record Function

Any front seat occupant may enable audio-video recording by pressing the "record" button on the console. Additionally, pressing the "record" button on the officer's wireless microphone enables audio-video recording (contingent on an unobstructed wireless signal distance of up to 1000 feet).

3733.6 Automatic Record Enabling

In addition to manual operation, the in-car video system features the ability to automatically activate the record function of the system. The Department has established the settings or "triggers" that activate the record function. The triggers may be altered at the direction of the Chief of Police. Members shall not disable or interfere with the established record function triggers.

3733.7 Record Function Triggers

- Emergency lights activated (Code 2)
- Vehicle speed in excess of 75 MPH

3733.8 Stop Audio-Video Recording Function

The "stop" button will terminate the audio-video recording unless one or more of the triggers are active. The stop button is located on the console. Terminating audio-video recording is a manual function only.



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3734 Patrol Operations

The MVR system will be deployed in TPD vehicles routinely utilized for field operations. Personnel assigned to vehicles equipped with MVRs shall be trained in the system's operation.

- Members shall operate the MVR consistent with policies, system manuals, and training.
- The primary MVR camera has been installed in patrol vehicles in a forward facing position to capture traffic contacts, high-risk stops, and other events occurring adjacent to the traffic right of way. Members shall not position their vehicle to prevent video recording of such activities.
- Members shall not obstruct or obscure the view path of the MVR camera.
- Weather permitting, officers shall maintain a clear windshield so as not to distort or degrade the effectiveness of the MVR camera.
- Members shall not move, pan, tilt, or redirect the camera from the optimum forward view, except to redirect for best field of view to capture citizen contact.
- The camera shall be manually returned to the forward facing position prior to the vehicle being driven. The default view for the main camera shall be the forward path of the police vehicle.

3734.1 Login

Officers shall log into the system daily, prior to leaving the substation. The officer's login identification is contained within a file on the issued USB key. Each member shall login and logoff consistent with system protocols and department training.

Officers shall notify their supervisor when a MVR equipped vehicle is operated and that officer has failed to properly login. The notified supervisor shall be responsible for adding the officer's identification (name and payroll number) to each video file created by that officer.

3734.2 Lost MVR System Keys

The USB Key is a generic memory device, which contains the officer identification file. Each officer assigned to operate a MVR equipped vehicle will be issued a USB key for the purpose of logging into the system. Officers shall notify their supervisor of lost department property when the USB key is lost and the officer is unable to log into the system. The vehicle may be operated, however the authorizing supervisor shall be responsible for adding the officer's identification (name and payroll number) to each video file created by that officer.

3734.3 Situations for Use [CALEA 41.3.8 a]

Officers shall carry the wireless microphone unit in an outer breast pocket or in an approved belt clip or pouch. It is not an authorized uniform item and therefore should not be worn externally attached to clothing.

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The primary function of the MVR system is to document the contact between officers and motorists. The audio-video function is automatically triggered by the activation of the forward visible emergency lights (Code 2).

- Members operating vehicles equipped with MVRs shall audio and video record all traffic stops.
- Officers shall not terminate recording the contact until the motorist is underway or the officer has otherwise separated from the contact.
- Members involved in incidents involving serious injury or death, or where a Board of Inquiry may be convened (i.e. officer involved shooting) shall not stop the recording. In such circumstances, the recording shall only be stopped by the incident commander. Members involved in such incidents may remove their wireless microphone once the scene is secured if the incident commander has not yet stopped the recording.

The MVR system permits the operator to insert a "trace" into the audio-video file. This can be done during the recording process or in-car playback. Inserting a trace allows points within the file to be quickly located during playback. A trace may be used to mark points of significance that might occur during incidents such as vehicle pursuits. Traces may be added to the video at the discretion of the camera operator.

Officers may manually pan the camera towards the area where a motorist has been directed or towards persons detained for investigation. Officers shall not endanger themselves to reposition the camera.

The camera shall be manually returned to the forward facing position prior to the vehicle being driven. The default view for the main camera shall be the forward path of the police vehicle.

Officers may activate the audio-video record function at their discretion, as long as it is legally appropriate to do so. Manual operation will capture the previous 30-seconds of video images (no audio), which may contain initial driving behavior or other activity. The audio-video file is created after the manual "stop" is pressed.

The MVR system shall be activated when suspects are placed in a patrol car. Initiating the system will activate both the forward and rear facing cameras along with the microphone system.

The audio-video record function can be activated remotely from the wireless microphone. Officers may elect to record conversations out of the camera's sight line. This is not a primary function of the system, but is acceptable. As this function consumes audio-video memory capacity, it should not be used instead of audio tape recorders to capture statements.



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3734.4 Documentation [CALEA 41.3.8 c]

Officers shall categorize each MVR file after stopping the recording. Operators shall select the appropriate label (traffic, search, evidence, DUI, other) from the menu. The label will determine the minimum length of retention. The default storage of MVR files is 30 days. Storage may be extended to 45 days by a particular file label selected on the console or when a label is modified from a network computer. Officer notes and comments may be added to a video log after upload.

- Multipurpose case reports are generally not required for routine video files.
- Files shall have a case number associated when retained as evidence, or to be "burned" to DVD. All DUI video must be saved and assigned a case number.
- Officers shall include the existence of video evidence in the multipurpose case report for follow up investigations.

3734.5 Video Playback [CALEA 41.3.8 b]

Audio-video files are available for viewing in the vehicle while the file remains in its mobile system. Once the file is wirelessly uploaded, it is no longer available in the vehicle. Viewing of video files prior to uploading shall be permitted only for legitimate investigative purposes when necessary, or for training purposes with supervisory approval. Officers shall not view or permit others to view video files on the vehicle console except as stated above.

Audio-video files may not be viewed by any member who reasonably believes that he or she may be interviewed as a focus officer or witness in a Board of Inquiry/serious incident prior to any interview or statement unless specifically approved by the investigating detail supervisor or a commander. Such situations include officer-involved shootings, in-custody deaths, or significant injury situations.

The uploaded file can only be viewed from a network terminal by the originating officer(s), the chain of command, or other authorized personnel. Each attempt to access the audio-video file is logged and tracked. Members shall not attempt to access audio-video files without a legitimate law enforcement purpose.

3734.6 Video File Uploading

MVR files are uploaded through an automated wireless process at the assigned division substation. The process will continue after logoff, until all files have been uploaded to the local server. Members shall not interfere with the file transfer process or attempt to power down the system. The system is designed to automatically shutdown after the transfer process has been completed.

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3735 Investigative Operations [CALEA 41.3.8 b, c]

MVR files are available to investigators for follow up from any network computer. Investigators must have a system-identification and know the resident server of the MVR file. Investigators may move related video files to a central investigative file. The detective or the chain of command may review the MVR case file, and the case file may be restricted to associated personnel.

The MVR case file is subject to auto-deletion after 60 days of inactivity. An automatic message will be sent to the system administrator(s) prior to the video file being deleted. The MVR case file may be retained longer if so indicated in the video case profile.

3735.1 Investigator MVR Playback [CALEA 41.3.8 b]

Investigators and supervisors may review any unrestricted video on the system as necessary and appropriate. The reviewer's identification is tracked each time the video is reviewed for chain of custody and audit.

3735.2 MVR Case File [CALEA 41.3.8 c]

An officer or detective may elect to create a MVR case file in order to preserve video beyond the initial 30 or 45-day auto-purge dates. The videos are moved to the network and retained for 60 days from the date the case file is created. Members shall not create MVR case files to subvert the routine purging of video.

- The case file and profile may be updated at anytime.
 - The MVR case file is auto-deleted 60 days after the most recent update.
 - The 60-day retention period is renewed each time the case file is accessed.
- A case file may be marked for semi-permanent retention on the system.

3735.3 Restricting Access [CALEA 41.3.8 b]

The detective initiating the case file may restrict viewing to a selected list of system users, which shall include supervisors, the Office of Internal Affairs (OIA), any relevant investigative chain of command, Legal Advisor and the Chief of Police. This function can be administratively superseded. Each review of the video is logged for later audit and evidence chain of custody.

3735.4 DVD Requests

MVR files remain on the system for review for the specified retention period. The MVR case file (all associated video and review logs) may be burned to a DVD by making a request to the ID section. This request must include the case number, officer name and PR, video capture date, and the car number. The DVD will be court ready, to include the encryption decoding file and the reviewer audit log. The DVD will be treated as evidence.



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OIA may request copies of video files for administrative files or as directed by the Office of the Chief of Police. The Case numbers shall be unique to OIA in order to facilitate proper distribution.

3736 MVR System Management

3736.1 Storage [CALEA 41.3.8 c]

- MVR files are initially stored on a media contained on the in-car subsystem during the shift until uploaded.
- Once uploaded, files are interim stored (30 or 45 days) on the division or local server, but available for review via the Department's secure network terminals. Files with critical labels are stored (45 days) on either the local server or a dedicated network server.
- Files requested for migration from division servers to the main network are transferred at 2400 hours each day. Those files may not be immediately available on the main server upon request.

MVR files that are assigned to a case shall be retained on the system for 60 days (from the date the case file was created) on the network server or until transferred to DVD.

3736.2 DVD Robot

The Department's DVD Robot will be located in the ID Section. The DVD Robot will accomplish the periodic system back up and burning of DVDs when requested. The ID Superintendent or his designee will facilitate DVD requests.

3736.3 Back Up [CALEA 41.3.8 c]

The system is designed to periodically create audio-video file back ups to DVD(s). The system will also auto-generate a back up DVD for each evidentiary disk. The back up disk shall be retained in the ID Section.

3736.4 Administration

Members designated as administrators and properly trained shall maintain the system. The Chief of Police may direct an administrator to deviate from the directions established in this *General Order* in the interest of the public transparency, effective operation of the agency, or education.

3740 Automated License Plate Recognition (ALPR) Program [CALEA 41.3.9 a-d]

3741 General [CALEA 41.3.9 a, b, d]

The Tucson Police Department has vehicles equipped with ALPR equipment that are intended to assist in the identification and recovery of stolen vehicles. The equipment can be utilized for a

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variety of other investigative functions when the identification of vehicles with specific registration plates are targeted.

Equipment consists of a computer and cameras that compare license plate images to registration plate numbers in a database obtained from the Arizona Crime Information Center (ACIC). The database is automatically updated twice daily, but it is not a "live" system and requires a license plate hit be confirmed prior to taking action. Current data base information includes stolen vehicles, stolen registration plates, and wanted persons associated with specific registration plates. The system will alert the operator of any matches within seconds. Officers shall deploy standard officer safety protocols when a match occurs.

3742 Equipment [CALEA 41.3.9 a]

No officer shall re-position cameras or attempt to repair any of the ALPR equipment. The Auto Theft supervisor shall be immediately notified of any discrepancies or malfunction of ALPR equipment.

3743 Training [CALEA 41.3.9 c]

Only officers who have been trained shall operate the ALPR equipment. The Auto Theft Unit provides a combination of classroom and practical training in the proper use of ALPR units. The Auto Theft Unit shall maintain training records.

3744 Deployment [CALEA 41.3.9 a]

ALPR vehicles are assigned to the Auto Theft Unit and may be deployed by the Unit Supervisor to Field Divisions and/or other units for tactical operations.

3750 FINGER IDENTIFICATION DEVICES

3751 General

The Department's patrol and investigative units will utilize 2-finger fingerprint identification devices, both stationary and mobile. These devices allow department members to perform a rapid fingerprint search through the Arizona Automated Fingerprint Identification System (AZAFIS) for the limited purpose of quickly confirming the identity of a suspect or arrestee.

Use of this device is not sufficient to meet the requirement for adding a full set of rolled fingerprints captured on a Livescan device for the purpose of creating a new record in the AZAFIS database. *For an arrest record to be included in the Arizona Computerized Criminal History (ACCH) database*, a full set of fingerprints must be obtained when the individual is booked at the Pima County Jail. For general guidance on fingerprints, refer to General Order 8130, *Fingerprints*.

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Operation

The *DigiScan Web (DSW)* and *MorphoIDent (MID)* devices are designed as semi-automated devices that will search AZAFIS for known fingerprint records for the purpose of identification.

Problems

Members shall report damage, loss, or theft of devices in accordance with Department General Orders. If software or hardware problems occur, members shall contact the Identification Section at 791-4698.

3752 DigiScan Web (DSW)

This device and associated software are on stationary desktop computers and are used specifically for the purpose of confirming subject identity. No other software is to be installed on these computers. Devices are located in each substation within reasonable proximity to the prisoner processing/holding area.

Users will logon to the system with a password specific to each unit. Directions for system use are contained in a binder stored next to the unit. The user will select "Identification" from the menu; the reference number for the record will be displayed and shall be recorded prior to scanning the subject's index fingers, left then right. The reference number of all records searched will be documented in the user's report. Instructions will be displayed if the finger needs to be adjusted on the scanner. Keep the finger in place on the scanner until the image of the finger is accepted. Options are provided for missing or bandaged index fingers. Launch the search by using the "submit" button. Select "Dossier List" from the menu to view the results. Locate the appropriate record by selecting the correct reference number from the list. The record should return with results in one minute; if status shows waiting, select "Refresh" to update the status. The results will show either "No Hit" or "Possible Hit."

-*"No Hit"*: indicates the subject's fingerprints are not in the AZAFIS database, or the quality of the fingerprints available is not sufficient for a comparison performed by the software.

-*"Possible Hit"*: indicates the computer software has obtained a score value high enough to consider the candidate information provided in the results, which was used by the subject in question on a previous AZAFIS record. The information provided does not constitute a definitive identification, as this can only be made by personnel trained in fingerprint comparison. A *"Possible Hit"* can be considered as a factor in making a determination of the subject's identification, and should only be used as an investigative tool. A mugshot will also be displayed.

When use of the unit and documentation of the record is complete the user will check the box and delete it from the computer. The "Log Out" symbol is located in the upper right corner of the screen.

3753 MorphoIDent (MID)

After powering on the mobile unit, and at the direction of the onscreen prompts, place the index fingers - one at a time - on the clear optical sensor at the top of the unit. The unit will display a

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green check mark and vibrate when the fingerprint is accepted. The unit will display visual prompts if the finger needs to be adjusted before the image can be accepted. Use the included USB transfer cable to plug into the user's MTC and launch the "*Morpho Mobile*" application from the desktop. The user will see a "*Waiting for response*" message. After approximately 60 seconds, a return will be displayed on the laptop computer as well as on the *MorphoIDent* unit. A hit in the AZAFIS system is indicated by a red stop sign symbol. Additionally, record information and a mugshot will be displayed. The user can select the record on the MTC to view additional information (such as the Arrest Record Number and the subject's date of birth). If the record does not hit in AZAFIS, a green "OK" will display with no further information than the transaction number. The transaction number of all records searched will be documented in the user's report. The device can store up to five individuals before it must be linked to the MTC to search the stored records. When documentation of records searched is complete the user will delete the records from the MTC and *MorphoIDent* device. To clear the records from the device, first select the "X" button; selecting the check mark button on the right confirms the deletion of all records stored on the device.

Specifications of MorphoIDent Devices

The mobile devices are designed to operate in temperatures from 14° to 122° Fahrenheit. As such, they shall not be left inside vehicles for longer than the user's shift. The devices will run for approximately 8 hours on a single charge and therefore shall be charged prior to the user's shift and, when not in use, should remain plugged into the MTC for the balance of the user's shift. The units are only water resistant, and should never be submerged in water or any other liquid.

3754 Lawful Use

Use of the DSW/MID shall be for law enforcement investigation and enforcement purposes only and done in a manner consistent with local, state and federal law. See, General Orders Volume 2, 2200, *Constitutional Issues*. Lawful use will fall within one of the following categories:

Consent: A DSW/MID may be used in situations where the subject has given knowing and voluntary consent to a scan of their fingerprints and the transmittal of those fingerprints for comparison against the AZAFIS database. This consent may be verbal or in writing. The burden of proving consent is on the officer so documentation must establish that consent was made freely, without improper coercion or inducement. Consent, as in all other circumstances, may be limited or withdrawn entirely at any point by the subject.

Reasonable Suspicion: A DSW/MID device may be used in situations where an officer has reasonable suspicion that the person subjected to a fingerprint scan is involved in ongoing criminal activity as well as a reasonable belief that use of the DSW/MID will either establish or eliminate the subject's connection with that criminal activity. Officers shall be careful not to extend an investigatory detention longer than is necessary to either confirm or dispel the suspicion.

Probable Cause: A DSW/MID may be used in probable cause criminal arrest situations.

Court Order: A DSW/MID may be used in situations where the use of the device has been specifically authorized by a properly issued court order. However, the DSW/MID does not fulfill a

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properly issued court order for physical characteristics or comply with the requirement of a Form 3200.

Non-Standard Use: A DSW/MID shall not be used for random or generalized investigative or intelligence gathering. Any non-standard use shall require authorization from the Identification Superintendent. Examples of non-standard use include the following:

- A. Identification of unconscious or otherwise incapacitated subjects who are not able to be identified by other means, and are not connected to a police matter.
- B. Identification of unconscious or otherwise incapacitated subjects who are in need of emergency assistance, and are not connected to a police matter.

Juveniles: The DSW/MID devices shall not be used on a juvenile unless the subject has been placed under arrest. However, it is highly recommended that a full set of fingerprints be rolled on arrested juveniles who do not return with a "*possible hit*" on the DSW/MID device.